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Vacancy Announcement No. ST-FSN-03-14

OPEN TO:	All interested candidates who have the required work and/or residency permit
FULL LEVEL OF PERFORMANCE:	FSN PSC – 11
LOCATION OF POSITION:	Education Office (EDO), Tegucigalpa, Honduras
POSITION TITLE:	Project Management Specialist (CARSI)
OPENING DATE:	January 23, 2014
CLOSING DATE:	February 6, 2014
WORK HOURS:	Monday through Friday (40 hours per week)
SALARY:	Compensation will be in accordance with the Local Compensation Plan (LCP). In addition to a generous benefits package, monetary compensation ranges from L. 597,060.00 to L. 1,014,996.00 per year.

BASIC FUNCTION:

The Education Specialist for the Central American Regional Security Initiative (CARSI) programs will provide management and technical support to the USAID/Honduras' Education Office Director and to the education team. The Education Specialist (CARSI) will work closely with the Education Office Director and Mission CARSI Coordinator to manage the Mission's program objectives in citizen security through education while providing expertise and coordination on education team activities that will contribute to USAID/Honduras' citizen security objectives. This may include strategy development and review, coordination with the CARSI team and other technical offices, program design and management, and analyses of performance and technical reports. S/he will serve as a manager and technical advisor for all citizen security initiatives of the Mission's education program, supporting the Office Director in ensuring that USAID meets the highest standards of professionalism, efficiency, and quality in working with the Ministry of Education, municipalities, communities, and other donors to achieve planned results.

MAJOR DUTIES AND RESPONSIBILITIES:

This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

1. Program Design, Management and Coordination (45%)

The Education Specialist (CARSI) will provide the Education Office and USAID Mission with expert guidance on USAID/Honduras' at-risk youth education programming. S/he will provide leadership and structure from an impact perspective to the process of programming USAID's annual education budget in accordance with Agency guidance and procedures. The Education Specialist will work closely with the Office Director and other team members to design, manage, and report upon a complex portfolio of contracts and grants. S/he will coordinate education citizen security activities both within the education team and with the larger Mission and will represent the education office in strategy sessions and coordination meetings. The Education Specialist (CARSI) will be one of the key technical writers on the team, expected to draft various strategic, briefing, procurement, and reporting documents related to citizen security and youth development. S/he will be a subject matter expert on key technical areas, requiring that s/he remain abreast of international trends and best practices and knowledgeable about local initiatives. S/he will report to the Education Office Director and have frequent direct contact with senior State Department and/or Mission management, with the Ministry of Education and other donors, and with USAID/Washington regarding all aspects of program management.

2. Management of Activity Implementation (35%)

The Education Specialist (CARSI) will provide technical guidance to implementing partners to ensure sound management of at-

risk youth and other citizen security education activities. At the same time, s/he will ensure that USAID/Honduras' citizen security education activities are complementary to the Mission's overall CARSI strategy and to efforts of other donors and stakeholders. S/he will provide the team with assistance in tracking and reporting against targets. The Education Specialist (CARSI) will provide oversight to contractors and grantees by serving as Agreement/Contracting Officer's Representative (AOR/COR) for selected implementing partners. As AOR/COR, the incumbent will manage all administrative, technical, and financial aspects of these programs. S/he will closely track USG priorities for related technical areas, engage in dialogue on these priorities with USG colleagues, the Ministry of Education, and other stakeholders, and ensure that USAID education office programming contributes to long-term objectives CARSI objectives. The Education Specialist (CARSI) will conduct regular site visits and progress reviews with the implementing partners' Key Personnel. S/he will verify and report on program impact and contribute to the team's Development Outreach and Communications strategy by writing up program success stories and finding other ways to share information on USAID/Honduras' education program with audiences in Honduras and the United States.

3. Representation to the Ministry of Education, Other Donors and Stakeholders (20%)

The Education Specialist (CARSI), in coordination with other education team members, will establish and maintain collaborative relationships with a wide range of partners and stakeholders including other USAID and USG offices, the Ministry of Education, other donors, and private sector and NGO representatives working to improve citizen security in Honduras. The Education Specialist (CARSI) will represent the USAID education office in a variety of official settings, including to senior levels of the Ministry of Education.

REQUIRED QUALIFICATIONS:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- EDUCATION:** A bachelor's degree is REQUIRED preferably in education, sociology, international development, political science, economics or a related social science. A Master's Degree in education, sociology, international development, political science, economics, or a related social science is preferred.
- EXPERIENCE:** Minimum of seven (7) years of progressively responsible professional experience working on bilateral/multilateral international development programs, including a minimum of two (2) years of program management experience is REQUIRED. Experience working in the area of at-risk youth development is REQUIRED. This may include experience in secondary education, alternative and life-skills education, vocational education, service learning, workforce development, and community-based youth empowerment and leadership programs. Expertise and technical knowledge of education systems and policy reform is preferred.
- LANGUAGE:** Level IV (fluent) in English and Spanish is required. This will be tested. At this level, the incumbent must have a high degree of proficiency in both the written and spoken language, including the ability to translate. On occasion, the job holder may need to act as an interpreter. Written English skills are particularly important. Must be able to clearly express ideas and concepts accurately both verbally and in writing.
- KNOWLEDGE:** Knowledge of citizen security, secondary and tertiary education, and related youth issues specific to Honduras is REQUIRED. Detailed knowledge related to design and management of education-focused youth development programs or projects is REQUIRED. The incumbent is expected to bring state-of-the-art knowledge and international best practices in the areas of youth development and workforce readiness programming and how they relate to current initiatives in Honduras. Knowledge and/or previous experience with violence prevention, workforce certification and competitiveness and multi-sector youth development programming will be preferred.
- SKILLS AND ABILITIES:** Strong diplomatic and communications skills are REQUIRED. Demonstrated ability to work in a team, with advanced management and technical skills, is REQUIRED. Skill in conceptualizing programs, policies, plans and developing strategies for their management and implementation is REQUIRED. Excellent organizational skills are REQUIRED to plan, supervise and evaluate complex activities. Demonstrated ability to establish realistic team and program workloads, benchmarks, and short- and long-term objectives is REQUIRED. Computer proficiency in Microsoft Word, Excel, and PowerPoint is REQUIRED.

ADDITIONAL SELECTION CRITERIA:

1. The Contracting Officer will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current Ordinarily Resident employees (OR) must have worked in their present position for at least one year in order to be eligible for consideration.
3. Current Ordinarily Resident employees identified as needing improvement in their interim report during the mid-cycle review or with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Work Plan and Performance Evaluation Report are not eligible to apply.
4. All candidates for employment with the US Mission must pass a background/security investigation and a medical certification. Any employment offer with the US Mission is contingent upon a candidate's ability to secure the necessary certifications.
5. All Ordinarily Resident applicants must be a naturalized citizen of the host country or have the required work and/or residency permits to be eligible for consideration.

TO APPLY:

Interested applicants for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
2. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; or
3. A current resume or curriculum vitae that provides the same information found on the UAE; plus
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

By Mail: Send to American Embassy, Human Resources Office, Room 335, and P.O. Box 3453, Tegucigalpa, Honduras.

In Person: Hand-carry and deposit in drop box located at the entrance of the American Embassy, Post # 3, Avenida San Carlos.

Via Email: TGGUSAID@state.gov

POINT OF CONTACT:

Human Resources Office

Attention: Claudia Tovar

Telephone: 2236-9320 Ext. 4743; Fax: 2221-4002

CLOSING DATE FOR THIS POSITION: FEBRUARY 6, 2014

The US Mission in Tegucigalpa, Honduras provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

See <http://honduras.usembassy.gov> for additional information and employment opportunities

Appendix A

1. **Not Ordinarily Resident (NOR)** - An individual who:
 - Is not a citizen of the host country; and,
 - Does not ordinarily reside (*OR*, see below) in the host country; and,
 - Is not subject to host country employment and tax laws; and,
 - Has a US Social Security Number (SSN).
 - NOR employees are compensated under a GS or FS salary schedule, not under the LCP.
2. **Ordinarily Resident (OR)** - A Foreign National or US citizen who:
 - Is a local resident; and,
 - Has legal, permanent resident status within the host country; and,
 - Is subject to host country employment and tax laws.
 - EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).